

Health Education Collaborative Work Health and Safety Policy

1. Purpose

To promote the highest practicable standard of work health and safety for all students, employees, customers and associates of Health Education Collaborative (HEC) and to ensure compliance with state Health and Safety Acts (WHS Acts) and associated regulations, standards and codes of practice for ensuring workplace health and safety.

To provide the necessary direction and support to ensure HEC meets its responsibility and accountabilities under the requirements of the workplace health and safety legislation and associated regulations and to provide clear guidelines for all HEC employees, students and others in meeting their legal obligations.

2. Scope

This policy covers all employees of HEC (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of HEC (for example contractors, subcontractors, agents, consultants, and temporary staff).

This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service.

3. Definitions

Regulations	The standards that need to be met for specific hazards and risks, such as noise, machinery, and manual handling. They also set out the licenses needed for specific activities, the records that need to be kept, and the reports that need to be made.
WHS Acts	A general overview of how to make workplaces safe and healthy. They outline the legal responsibilities and duties for employers and officers.
Regulating Agencies	Also known as regulators, administer health and safety laws. They're responsible for inspecting workplaces, providing advice and help, and handing out notices and penalties where necessary.

4. Policy Statement

HEC is committed to ensuring a safe and healthy environment for students, employees, customers, associates, related entities and other individuals or external organisations which may be affected by its operations.

This commitment recognises that every person has the right to a safe and healthy working environment and that everyone has a prime responsibility to cooperate in the preservation and improvement of all work health and safety measures of HEC activities.

HEC considers prevention of injury or ill-health to all individuals paramount in conducting its activities.

HEC is not only committed to ensuring that all legislative requirements are met, but to maintaining excellence through a systematic and preventative approach in handling the workplace health, safety and welfare issues related to its activities.

HEC will monitor and amend its WH&S policy annually or where required to comply with legislative changes.

HEC will ensure, so as far as is reasonably practicable, the health and safety at work of their workers, as well as students, customers, associates, contractors, visitors and others.

The implementation of this policy includes the:

- Provision and maintenance of a work environment without risks to health and safety.
- Provision and maintenance of safe working environment as well as safe systems of work.
- Safe use, handling and storage of materials and equipment.
- The provision of adequate facilities including ensuring access to those facilities.
- The provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety.
- That the health of workers and the conditions of the work environments are monitored to prevent illness or injury arising in the workplace.

5. Roles and responsibilities

Directors: The directors have overall accountability for the safety of all activities conducted by the HEC and will provide adequate resources and organisation to meet the aims and objectives contained in the Work Health and Safety policy.

The directors are empowered to enforce such actions as are considered necessary to protect the workplace health and safety of employees, students, contractors and other individuals, the environment of which work activities takes place. The directors are considered as "Officers" under the WHS Act.

Other responsibilities of directors:

Review, approve and implement recommendations regarding workplace health and safety issues as informed by staff or external consultants.

Employees, Students, Contractors, Visitors and Others:

It is the responsibility of students, employees, customers, associates, contractors, visitors and others to ensure this policy is carried out and to regard accident prevention and safe working as a collective and individual responsibility.

Each person conducting activities on HEC's behalf is responsible for observing all safety rules and procedures.